

SecureQB Software Plug-InSM for QuickBooks[®]

**The Quick, Easy and Secure[®]
Payment Plug-In for QuickBooks[®]**

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Overview

SecureQB Software Plug-In (SQB) for QuickBooks® allows merchants using Intuit® QuickBooks® to process payment transactions utilizing their payment processing account. It is important to note that the customer information used by the plug-in is pulled from your QuickBooks® program. The software is not connected to, developed by, or technically supported by Intuit or any of their companies.

SecureQB Plug-In (or SQB) is not responsible for loss of data. It is the user's responsibility to properly and adequately secure their payment card data.

Preparations & Requirements

There are several things you will need before installing the software:

- Obtain and establish a working Credit Card and/or ACH, E-Check merchant account with tokenization enabled and https active and have the connection information needed to connect to your merchant account gateway.
 - This must be obtained through your merchant account provider.
- Have available the Welcome Email received after signing up with the following information:
 - Company ID
 - Store Key
 - User ID
- Have the "Administrator Rights" to your computer and the QuickBooks® Administrator Rights to your Intuit QuickBooks®.
- Download/Install Microsoft's .NET Framework 4.5 (with any additional Microsoft updates)
 - This can be found at the following Microsoft Location:
<https://www.microsoft.com/en-us/download/details.aspx?id=30653>
 - Frequently Asked Questions for troubleshooting may be found on our website at:
<https://secureqbplugin.com/faqs.html>

- ❗ BEFORE you install any software for QuickBooks®, make sure you close QuickBooks® completely. Within QuickBooks®: **Edit > Preferences... > General > My Preferences ...**
 - * **Un-check [] Keep QuickBooks® running for quick startups**
- ❗ Always BACKUP your Company and Customer Information prior to adding any software.

Requirements and Notes

- SecureQB Plug-In works with Installed versions of QuickBooks® software 2010 and later (Including this current year).
 - ! Supported QuickBooks®: Pro, Premier, Enterprise and Accountant (Must be installed on hardware you control and manage).
- Earlier versions are likely compatible but are not supported.
- Works with Desktop environment.
- Please turn off QuickBooks® during the installation.
- If you are going to utilize a magnetic strip reader for credit card acceptance, make sure you have the equipment installed and working properly prior to installation of the plug-in. The equipment section of this document includes the list of approved equipment for the plug-in.

Software Not Supported

1. QuickBooks® for MAC, QuickBooks® POS, QuickBooks® Online
2. Windows XP and Windows Vista
3. Online software from QuickBooks® or other vendors.

* **The SecureQB Plug-In and your merchant provider are not responsible for data, customer and company information that has not been backed up.**

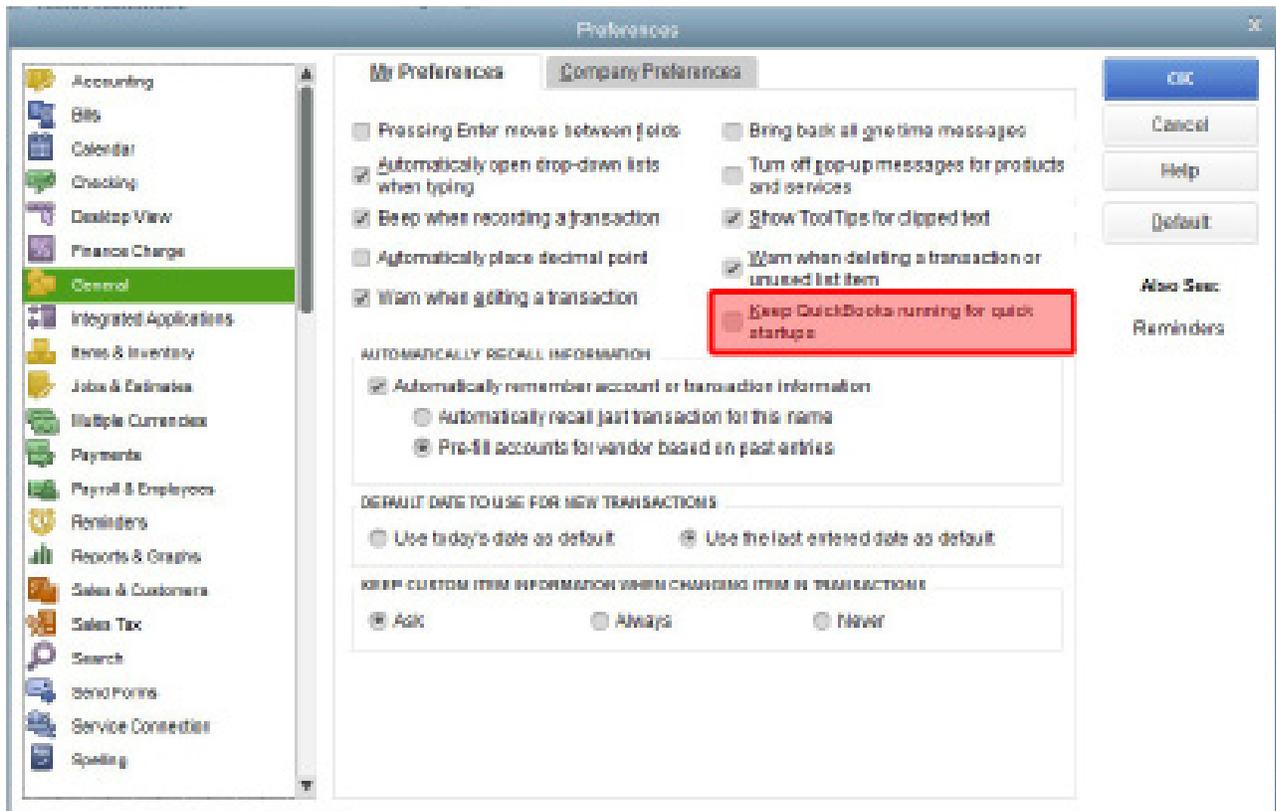
FAQ <https://www.secureqbplugin.com/faqs.html>

Question	Answer
What version of QuickBooks® does this plug-in work with?	<p>This plug-in is approved for use with all versions of QuickBooks® (US versions) 2010 and later:</p> <ul style="list-style-type: none">➤ QuickBooks® Pro➤ Premier➤ Enterprise➤ Accountant <p>The plug-in may work with older versions of QuickBooks® software however they are not supported by our program and there is no guarantee of accuracy for those versions.</p>
Does this plug-in work with QuickBooks® Online?	No. The plug-in does not work with the online version of QuickBooks® (QBO and QBOA).
Does this plug-in work with all Windows Operating Systems?	<p>The plug-in works in all Windows Operating Systems starting with Windows 7 and newer.</p> <ul style="list-style-type: none">➤ Windows 7➤ Windows 8, 8.1➤ Windows 10 and newer. <p>! Windows Vista is NOT recommended for QuickBooks® software! It is compatible but not supported by SQB.</p>
What versions of QuickBooks® are supported running with what version of Microsoft Windows?	<p>The following are plug-in supported versions:</p> <ul style="list-style-type: none">➤ QuickBooks® current year on Win 8.1 and Win 10➤ QuickBooks® 2016-2019 on Win 8, 8.1 and Win 10➤ QuickBooks® 2015 on Windows 7 and Win 8.➤ QuickBooks® 2014 on Windows Win 7 and Win 8.➤ QuickBooks® 2013 on Windows Win 7 and Win 8.➤ QuickBooks® 2010, 2011 and 2012 on Windows 7 and Win 8.
Do I need to back-up my QuickBooks® Company Files before I install this plug-in?	<p>Yes</p> <ul style="list-style-type: none">➤ Good practice is to back-up your QuickBooks® Company Files prior to any installation or update to QuickBooks® or plug-ins which interact with it.➤ Good common practice for QuickBooks® is to not have your Company Files in the QuickBooks® directory or in a common folder like "My Documents" or "Desktop".➤ Back-ups should be in 2 locations: Hard Drive and another location such as CD, USB, Network Backup Drive, External Backup Drive, etc.➤ SecureQB Plug-In and your merchant provider are not responsible for lost data.➤ If you don't understand how to do this, QuickBooks® Pro Advisors are available to do this professionally.

Notes on QuickBooks® and the SecureQB Plug-In

The following are technical notes created while developing this plug-in. They are intended for reference and do not apply to everyone using the plug-in software.

- The first time you run the plug-in it may take 5-30 seconds to open, depending on your computer.
- **Restarting the Computer**
Once you have Run the installer and Registered/Subscribed the plug-in within QuickBooks®, restart your computer.
 - You may not need to restart the computer if you have turned off (unchecked) the preference Keep QuickBooks® running for quick startups in Edit\Preferences... within QuickBooks®.
- **Good Practice:**
 - When closing QuickBooks®, you should always use File \ Exit. (Recommended)
 - Selecting  to close may prevent some functions from ending. This may cause issues with some versions of QuickBooks®.
 - Turn Off (uncheck) the preference Keep QuickBooks® running for quick start ups. It is located at: Edit \ Preferences... \ My Preferences (TAB)
Once everything is working, you can turn this preference back on. Not turning QuickBooks® off may cause issues after the installation of SecureQB plug-in modules.



Hardware

The SecureQB Plug-in is compatible with several types of Credit Card swipe readers and scanners. If your reader or scanner is not listed, it may or may not work. The readers and scanners we have tested are listed below.

ⓘ SecureQB Plug-In Software and your merchant provider do not supply physical technical support for any of these products. If your reader or scanner is not in proper working order, please contact the manufacturer for assistance.

Recommended USB Credit Card swipe reader:

Note: Most Card Readers will work with this plug-in. Please contact us if you are having issues. If your swiper is an HID Mode swiper it will not work. You may purchase a Keyboard Emulation model from your merchant processor.

MagTek Mini Wedge USB (only Keyboard Emulation)
Swipe Card Reader



MagTek MagneSafe Mini Wedge USB (only Keyboard Emulation)
(end-to-end encryption)



Installation Process

Quickbooks® Installation

The installation of the SecureQB Plug-In for QuickBooks® should be on computers with QuickBooks® already installed and working. If you have not installed QuickBooks® on the computer and have at least one customer, please pause here and install QuickBooks®. Contacting a QuickBooks® Proadvisor is the quickest and most efficient way to have your QuickBooks® set up correctly, if you do not know how to do so.

Microsoft .NET Framework 4.5 Client Profile

Question

Answer

During installation I was prompted to install Microsoft the most current .NET Framework 4.5 Client Profile. Do I need this?	Yes. The plug-in was created with the latest version of .NET and you will need to install it for the SecureQB Plug-In to function.
Which Windows operating system do I need to run .NET Framework 4.5?	Supported Operating Systems: <ul style="list-style-type: none">➤ Windows 10➤ Windows 8, 8.1
Do I need a 32-bit or 64-bit system?	Both are supported architectures: <ul style="list-style-type: none">➤ x86 (32-bit)➤ x64 (64-bit)
What hardware do I need?	Hardware Requirements: <ul style="list-style-type: none">➤ 2.4 GHz processor minimum➤ 8 GB RAM Recommended, 4GB RAM minimum➤ Display optimized for 1024 x 768 screen resolution or higher with up to 2 Extended monitors➤ 4x CD-ROM drive required for CD installations Disk Space Requirements: <ul style="list-style-type: none">➤ 50 GB of disk space (additional space required for data files)➤ 250 MB for Microsoft .NET 4.5.1+
What else might I need?	Misc. Requirements: <ul style="list-style-type: none">➤ Windows Installer 3.1 or later➤ Internet Explorer 9 or later➤ Chrome

Installation of the SecureQB Plug-In

To start the installation, double click "Setup.exe"

The setup program will first check to see if the computer has Microsoft .Net Framework installed. If it is missing or needs updating, the program will direct you to install it.

Check for Microsoft updates, you will need to load the Security Updates for .NET Framework 4.5.1+ Check for updates manually, select Start Menu / All Programs / Windows Update

Note: The download should contain the latest updated software from Microsoft, however it is good practice for you to check the Windows Update Center just in case.

Double click the Setup.exe to start the installation again. If everything is up to date, the program will go into the Setup Wizard and begin the install.

ⓘ Restart your computer: Restarting your computer after the Microsoft .Net Framework is installed will alleviate possible errors while loading additional software.

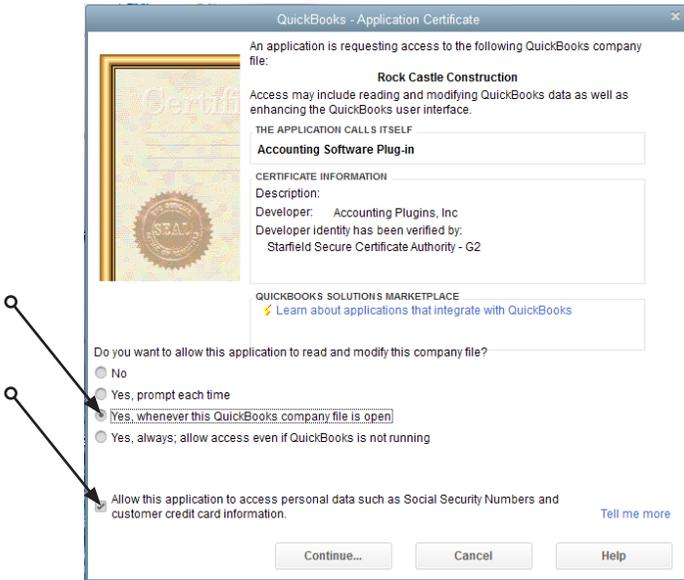
Register within Quickbooks®

Once the SecureQB Plug-In has been installed, register it as an integrated application.

Log in as Administrator in Single User mode

- Right-click on the QuickBooks® Icon and select “run as administrator”
- Open the company file for which you are attaching the SecureQB Plug-In Software.

QuickBooks® – Application with Certificate Pop-up

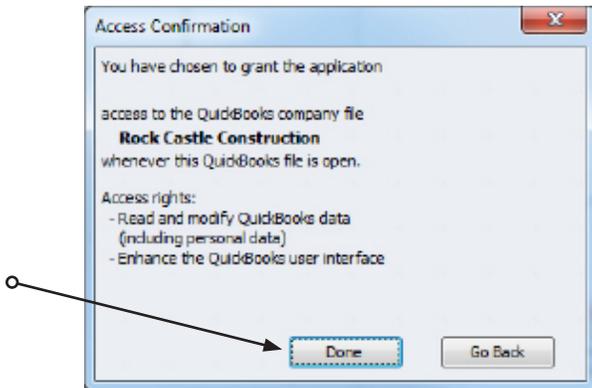


When the certificate appears perform the following.

- CLICK – “Yes, whenever this QuickBooks® company file is running.”
 - Yes, whenever this QuickBooks company file is open
- CHECK – “Allow this application to access personal data such as Social Security Numbers and customer credit card information.”
 - Allow this application to access personal data such as Social Security Numbers and customer credit card information.
- CLICK – Continue

Continue...

Access Confirmation



To confirm access, click “Done” to continue.

- Follow any additional QuickBooks® prompts until you are at the Home screen.
- Close QuickBooks® with File \ Exit.
- Restart the computer.

NOTE: If you **Turn off** (i.e., uncheck) “Keep QuickBooks® running for quick startups” located in the drop down menu **Edit \ Preferences**. You may need to restart your computer in order to start using the plug-in.

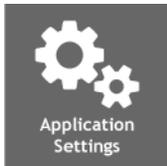
Once you have restarted the computer, you may start QuickBooks® normally.

! You **MUST** log into Quickbooks® as the administrator in single user mode. The SecureQB Plug-In Software will register and subscribe within QuickBooks®. After you complete this section by accepting the certificate and making sure the plug-in shows up in the integrated applications, then close and restart QuickBooks® as you normally do as any user.

Application Settings Menu

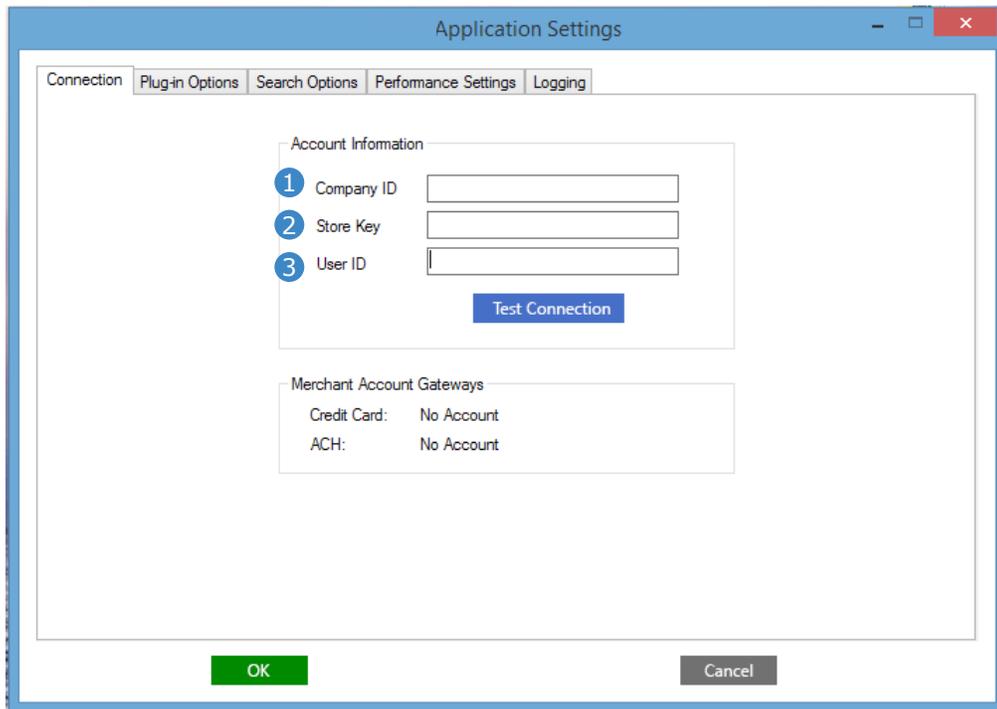
Determine and set the plug-in settings

Click on the Application Settings button



! Before you process the first transaction: This must be setup for each "Company" you have in QuickBooks® with their unique information on the Account Information page.

Connection



Account Information

Use the settings/credentials that were received in your welcome email to fill in the:

1. Company ID
2. Store Key
3. User ID

Merchant Account Gateway: When a secure connection is established, it will be noted as active for Credit Card or ACH or both.

Plug-in Options

Use the default options or make adjustments as defined below:

The screenshot shows the 'Application Settings' dialog box with the 'Plug-in Options' tab selected. The settings are as follows:

- 1** Deposit To Account: [Dropdown: Undeposited Funds]
- 2** Action to take when the X on the main menu is clicked: [Dropdown: close the plug-in]
- 3** Receipt Width: 185 pixels. Show Tip on receipt
- Show Debit Card Option
- Show Signature on receipt
- Clear payment info after processing
- Auto-fill AVS from QuickBooks
- Process payment but DO NOT post to QuickBooks
- 4** Memos
 - Memo locations you want written to: Invoice Payment Record (Receive Payments)
 - Items to post to Memo field: Card Type & Last 4 Digits Notes Authorization #
- 5** ACH Defaults
 - 5a** Holder Type: Business
 - 5b** Acct Type: Checking
 - 5c** SEC Code: PPD
- 6** Location of Batch Reports: C:\Users\Public\Documents\Accounting Software Plug-in\Batch Reports\ [Restore Default]

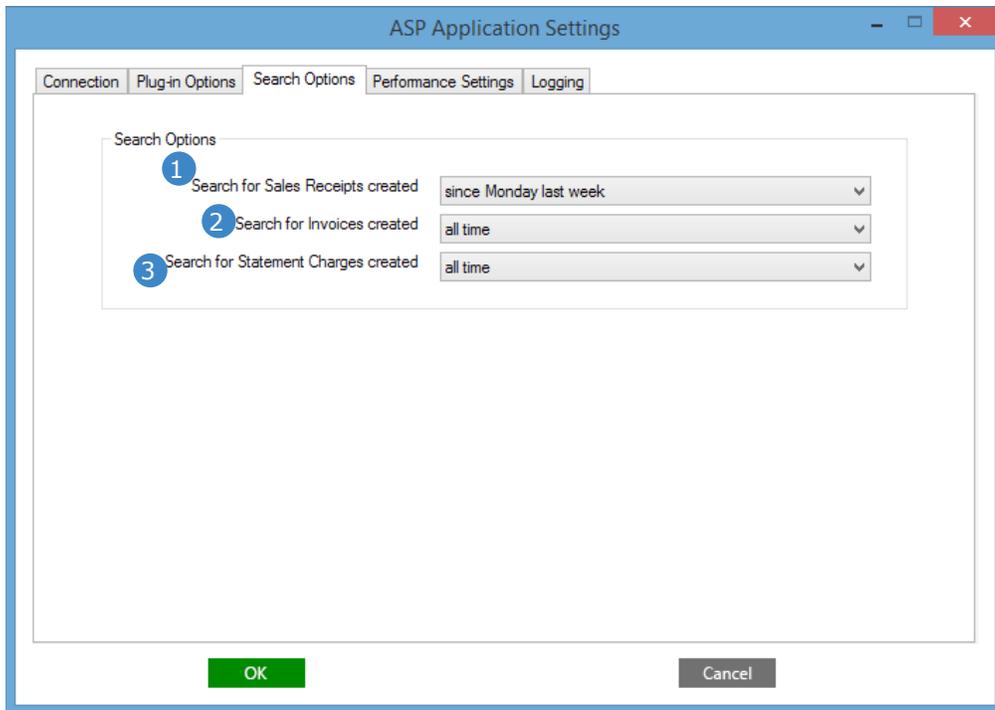
Buttons: **7** OK, **8** Cancel

- 1. Deposit To Account:** Choose a default deposit account. The recommended setting is "Undeposited Funds."
- 2. Option for the  button:** Choose whether to minimize or close the plug-in when clicking the  button.
- 3. Receipt Width:** Changing the width will increase or decrease the width of the receipt, the type size does not change.
- 4. Memos:** Determine whether Memo information is posted to invoices and payment records, and what information that will include.
- 5. ACH Defaults:**
 - a. Holder Type:** The defaults for this dropdown menu are "Business Account" or "Personal."
 - b. Account Type:** The defaults for this dropdown menu are "Business Account" or "Checking." Alternative selection options for these menus are "Personal" and "Savings."
 - c. SEC Code:** Select from the following choices in the drop down menu. This information is available from your account representative and is determined when establishing the processing account.
SEC Codes:

ARC	Accounts Receivable Check Conversion
PPD	Prearranged Payment Entry, Business to Personal, B2C
RCK	Represented Check Entry, NSF Check Recovery
TEL	Telephone Authorized Entry
WEB	Internet Authorized Entry
CCD	Cash Concentrated Disbursement, Business to Business, B2B
BOC	Back Office Check Conversion
6. Location where Batch Reports are stored on the computer. The default setting is recommended.
7. Click on  button to apply selections.
8. Click on  button to disregard selection changes.

Search Options

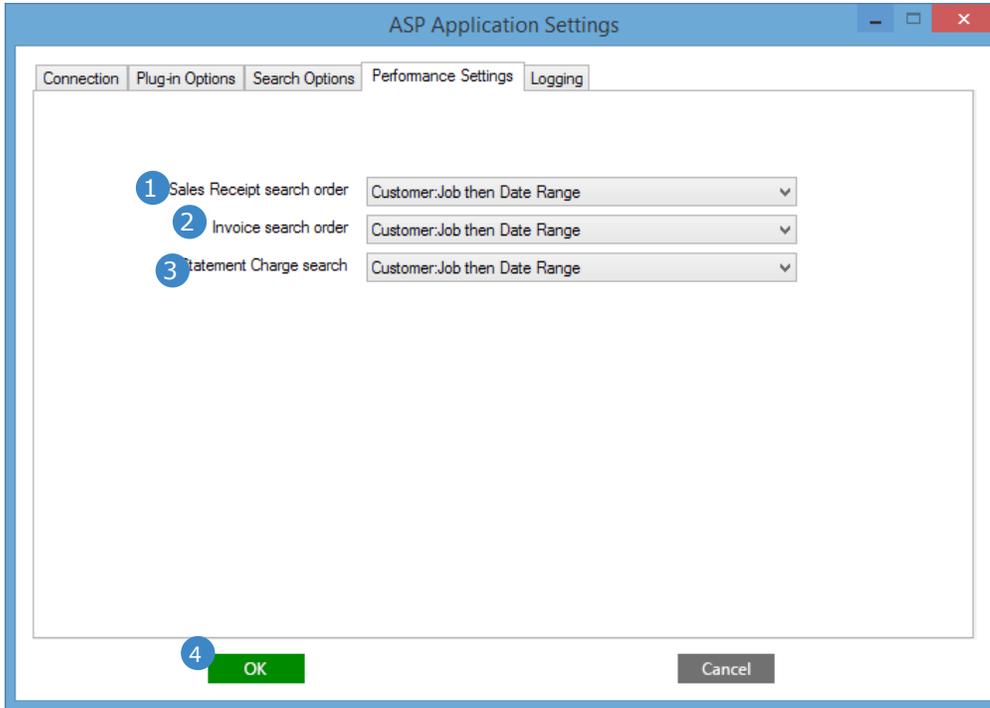
Use the default options or make adjustments as defined below:



1. Determine how far back the plug-in will search the QuickBooks® files for Sales Receipts.
2. Determine how far back the plug-in will search the QuickBooks® files for Invoices.
3. Determine how far back the plug-in will search for Statement Charges.
4. Click on **OK** button to apply selections.
5. Click on **Cancel** button to disregard selection changes.

Performance Settings

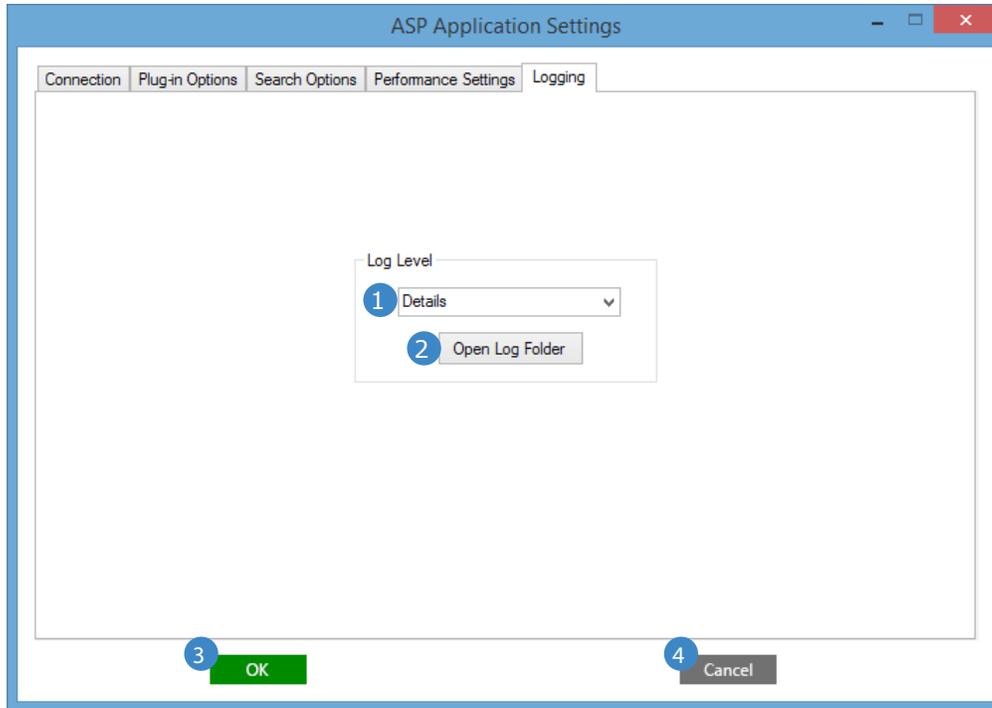
Use the default options or make adjustments as defined below:



1. **Sales Receipts Search Order:** Use this dropdown to select how far back the plug-in will search for Sales Receipts.
2. **Invoice Search Order:** Use this dropdown to select how far back the plug-in will search for Invoices.
3. **Statement Charge Search Order:** Use this dropdown to select how far back the plug-in will search for Statement Charges.
4. Click on **OK** button to apply selections.
5. Click on **Cancel** button to disregard selection changes.

Logging

Use the default options or make adjustments as defined below:



1. Select how error messages are presented.
 - a. **Details: (Recommended Setting)** Details will display the full error code.
 - b. **Errors:** This is the default setting, but not the recommended setting, and will display a basic error message.
2. **Open Log Folder:** If this is selected you will immediately be taken to the open log folder.
3. Click on **OK** button to apply selections.
4. Click on **Cancel** button to disregard selection changes.